



## Electronic Technical Specialist I (Lead Technician)

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### Details

**Job ID : 410**

**Title :** Electronic Technical Specialist I (Lead Technician)

**Job Code :** 936

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

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### Job Departments

- Technology Services

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### Purpose

RESPONSIBLE FOR SCHEDULING AND OVERSEEING A TEAM OF ELECTRONIC TECHNICIANS TO INSTALL, SERVICE, REPAIR, AND/OR REPLACE ELECTRONIC SECURITY EQUIPMENT, TELEPHONE SYSTEMS, AND AUDIO/VIDEO SYSTEMS.

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### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 2 Years of Related Experience

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### Job Required Knowledge

- BASIC UNDERSTANDING OF ELECTRONIC EQUIPMENT

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### Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

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### Job Duties

- SCHEDULE ELECTRONIC SECURITY, TELEPHONE, AND AUDIO/VIDEO EQUIPMENT INSTALLATIONS AND MAINTENANCE
- PROVIDE EXPERT ANALYSIS OF INSTALLATION AND MAINTENANCE OF EQUIPMENT
- MAINTAIN PROPERTY ACCOUNTABILITY RECORDS
- ENSURE NECESSARY EQUIPMENT IS PROPERLY STOCKED
- ENSURE ELECTRICAL NEEDS ARE CORRECTLY PREPARED PRIOR TO INSTALLATIONS
- COORDINATE PROJECTS BETWEEN DEPARTMENTS AS WELL AS VENDORS, AND CONTRACTORS
- MAKE RECOMMENDATIONS FOR NEW EQUIPMENT
- PROVIDE TRAINING TO ELECTRONIC TECHNICIANS
- PARTICIPATE IN ANNUAL REVIEW OF ELECTRONIC TECHNICIANS
- OTHER DUTIES AS ASSIGNED